

Civil Rights Director

State of Tennessee

Duties and Responsibilities

- Directs the development, interpretation, and enforcement of civil rights policy and procedure and ensures compliance with all federal requirements including, but not limited to: Title VI and VII of the Civil Rights Act of 1964.
- Develops and administers the agency's Affirmative Action Plan.
- Directs an extensive outreach and communication program to ensure access to information regarding the public's ability to conduct business with the agency.
- Maintains relationships with local, state, and federal partners in the advancement of the business of the division.
- Establishes expectations and accountability for division employees. Assigns and oversees work; develops job performance plans with staff; monitors work progress and quality; coaches staff concerning job performance; provides feedback; completes annual performance reviews.
- Hires or delegates and approves hiring of staff; interviews job candidates; disciplines/terminates or approves discipline/termination of individuals following State of Tennessee guidelines and policies.
- Ensures the professional development of staff; trains or oversees training of staff; provides developmental opportunities and monitors progress for direct reports.
- Administers or oversees administration of personnel policies and procedures. Communicates policies and direction to staff through staff meetings, written communication, and individual meetings.
- Interacts with other agency professionals through direct contact with counterparts in other states and participation in professional associations.
- Moderate local and overnight travel by automobile or airplane is necessary.

Qualifications: Bachelor's degree and five to ten years management experience. Licensed attorney preferred.

All interested candidates should submit a resume to:

Lisa Spencer

Assistant Commissioner – HR Operations and Organizational Performance

TN Department of Human Resources

505 Deaderick Street, 1st Floor

Nashville, TN 37243

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